



This form must be submitted with a completed application cover page form. Complete this form with the assistance of the appropriate checklist.

1. Applicant details

1a. I am the	Property owner As stated on the application cover page form. Proceed to 1f.	Lessee Provide details below	Agent authorised by owner/lessee Provide details below
1b. Full name	<input type="text"/> First name(s)	<input type="text"/> Surname	
1c. Postal address (include postcode)	<input type="text"/>		
1d. Contact details	<input type="text"/> Work	<input type="text"/> Home	<input type="text"/> Mobile
1e. Email	<input type="text"/>		
1f. Preferred means for formal correspondence	Mail	Email	
1g. Evidence of ownership attached	Record of title (copy) Lease agreement	Sale and purchase agreement Other document showing full name of legal owner(s), such as a rate instalment notice	
1h. I request that you issue the following approval(s) for the building work described in this application	Project information memorandum (PIM) Complete sections 2,3 and 8	Building consent Complete sections 2, and sections 4 to 8	
	Major amendment Complete sections 4 to 8	<input type="text" value="BC"/>	(Existing building consent number)

2. The project

Description of the building work

2a. Type of work	New building Addition Demolition/removal	Alteration Relocation Re-pile existing building	Log fire Plumbing and drainage only
2b. Category of work	Residential Commercial/ Industrial/ Community	Outbuilding/ancillary Replacement or upgrade of on-site waste disposal (septic tank)	Milking Shed Foundations for earthquake strengthening
2c. Will the building work result in a change of use of an existing building?	Yes	No	
Current use	<input type="text"/>		
Intended use	<input type="text"/>		
2d. Year building first constructed	<input type="text"/>		
2e. Floor area	Total floor area affected by building work	<input type="text"/>	sq.m
2f. The completed building will be:	Single storey, single unit building		
	Multi-storey or multi-unit building (please specify)	Number of units	<input type="text"/>
		Number of storeys	<input type="text"/>

OFFICE USE ONLY

Date received	<input type="text"/>	Property ID	<input type="text"/>	Scale Code	<input type="text"/>	Application #	AMN /
Time received	<input type="text"/>	Land ID	<input type="text"/>	Planning/EH requirements?	Y / N	Application #	PIM /
Received by	<input type="text"/>	Owner ID	<input type="text"/>	Relevant planning / EH forms provided?	Y / N	Application #	BC /
Document #	<input type="text"/>	Invoiced or Receipt #	<input type="text"/>	NPDC reticulation through property?	Y / N	Amount paid	\$

## 2. The project - continued

2g. Intended life of the building Indefinite but not less than 50 years  
Less than 50 years (please specify)  years

2h. Estimated value of the building work \$  including GST  
The estimated value comprises all materials and labour costed at current market values.  
This may be checked against published industry costings.

2i. Restricted building work  
Will the building work include any restricted building work? Yes No  
If yes, provide details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work. (If these details are unknown at the time of application, they must be supplied before work begins.)

Name	Licensing class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of the Building Act 2004)

2j. Have any PIM and/or building consents been issued previously for this project? Yes (provide details below) No

Consent issued by	Date of consent	Consent number

## 3. Project information memorandum (PIM)

The project involves:

Land undergoing subdivision, where title has not yet been issued.

Alterations to land contours.

New or altered connections to public utilities (water/stormwater/ sewer).

New or altered locations and/or external dimensions of buildings.

Building work over, or adjacent to, any road or public place.

Building work over, or adjacent to, any existing drains or sewers, or in close proximity to wells or water mains.

New or altered access for vehicles.

Disposal of stormwater and wastewater.

Access through or over Council-owned parks or reserve land (privileged access).

Other matters known to the applicant that may require authorisations from the Council (please specify)


Office use only:

Signature:

Date:

The following documents are attached to this application (complete if the application is for a PIM only):

Basic, proposed site plan.

Description of proposed building works.

## 4. Building consent - do not fill in this section if the application is for a PIM only

The following documents are attached to this application:

Two full sets of plans and specifications. Refer acceptance checklist.

Certificates of design work from licensed building practitioners who carried out or supervised any design work that is restricted building work.

Other (please specify)

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## 5. Privacy statement

Information you provide in this application is required to process your application under the Building Act 2004. NPDC stores the information on a public register, which must be made available to members of the public upon request and may also be made available to other units of NPDC, NPDC'S approved contractors and other government agencies.

This information will also be held in accordance with the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct the personal information it holds about you.

6. Compliance with New Zealand Building Code - do not fill in this section if the application is for a PIM only

**N/A**  
Tick if not applicable

**Clause**  
Tick relevant building code clauses

**Means of compliance**

Select one relevant compliance document for each relevant building code clause below or note the detail of the alternative solution in the plans and specifications. If not applicable, tick the N/A option.

**Alternative solutions**

**B1** Structure

**B2** Durability

**C** Protection from fire

**D1** Access routes

**D2** Mechanical installations for access

**E1** Surface water

**E2** External moisture

**E3** Internal moisture

**F1** Hazardous agents on site

**F2** Hazardous building materials

**F3** Hazardous substances and processes

**F4** Safety from falling

**F5** Construction and demolition hazards

**F6** Visibility in escape routes

**F7** Warning systems

**F8** Signs

**F9** Means of restricting access to residential pools

**G1** Personal hygiene

**G2** Laundering

**G3** Food preparation and prevention of contamination

**G4** Ventilation

**G5** Interior environment

**G6** Airborne and impact sound

**G7** Natural light

**G8** Artificial light

**G9** Electricity

**G10** Piped services

**G11** Gas as an energy source

**G12** Water supplies

**G13** Foul water

**G14** Industrial liquid waste

**G15** Solid waste

**H1** Energy efficiency

Back country huts

Simple house

NZS 4229	NZS 3604	AS/NZS 1170		
B2/AS1	NZS 3604	NZS 3101	NZS 3602	
C/AS1	C/AS2			SED: Fire Engineering Unit (required for SED option)
			C/VM2	
D1/AS1		NZS 4121		
D2/AS1		NZS 4322	EN/81	
E1/AS1		AS/NZS 3500		
E2/AS1	E2/AS2	E2/AS3		Specific design
E3/AS1				
F1/AS1				
F2/AS1		NZS 4223		
F3/AS1				
F4/AS1				
F5/AS1				
F6/AS1				
F7/AS1	NZS4512	NZS 4514	NZS 4515	
F8/AS1				
F9/AS1	F9/AS2			
G1/AS1				
G2/AS1				
G3/AS1				
G4/AS1	AS 1668			
G5/AS1				
G6/AS1				
G7/AS1				
G8/AS1		NZS 6703		
G9/AS1				
G10/AS1		NZS 5261		
G11/AS1				
G12/AS1		AS/NZS 3500.2	AS/NZS 3500.5	
G13/AS1	AS/NZS 3500.2	AS/NZS 1547		
G14/AS1				
G15/AS1				
H1/AS1	NZS 4214	NZS 4218 ALF design manual	NZS 4243	

Use this box if you need more space to detail how you propose to comply with the Building Code.

**Waiver/modifications required**

State nature of waiver or modification of Building Code clause required. A separate application is required. See 'application for waiver or modification' APP-BCA-013-F.

Please turn over

## 7. Compliance schedule - do not fill in this section if the application is for a PIM only

There are no specified systems identified as part of this application - proceed to section 8.

The specified systems for the building are indicated below:

Removed  
New  
Existing  
Altered

- SS1 Automatic systems for fire suppression (e.g. sprinkler systems).
- SS2 Automatic or manual emergency warning systems for fire or other dangers.
- SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation).
  - SS3/1 Automatic doors.
  - SS3/2 Access controlled doors.
  - SS3/3 Interfaced fire or smoke doors or windows.
- SS4 Emergency lighting systems.
- SS5 Escape route pressurisation systems.
- SS6 Riser mains for use by fire services.
- SS7 Automatic backflow preventers connected to a potable water supply.
- SS8 Lifts, escalators, travelators or other systems for moving people or goods within buildings.
  - SS8/1 Passenger carrying lifts.
  - SS8/2 Service lifts.
  - SS8/3 Escalators and moving walks.
- SS9 Mechanical ventilation or air-conditioning systems.
  - SS9/1 Air conditioning systems.
  - SS9/2 Ventilation systems.
  - SS9/3 Fire/smoke dampers.
- SS10 Building maintenance units providing access to exterior and interior walls of buildings.
- SS11 Laboratory fume cupboards.
- SS12 Audio loops or other assistive listening systems.
  - SS12/1 Audio loops.
  - SS12/2 FM radio frequency systems and infrared beam transmission systems.
- SS13 Smoke control systems.
  - SS13/1 Mechanical smoke control.
  - SS13/2 Natural smoke control.
  - SS13/3 Smoke curtains.
- SS14 Emergency power systems for or signs relating to, a system or feature specified for any of the above systems or features.
  - SS14/1 Emergency power systems.
  - SS14/2 Signs.
- SS15 Other fire safety systems or features.
  - SS15/1 Systems for communicating spoken information intended to help evacuation.
  - SS15/2 Final exits (as defined in the Building Code).
  - SS15/3 Fire separations (as defined in the Building Code).
  - SS15/4 Signs for communicating information intended to help evacuation.
  - SS15/5 Smoke separations (as defined in the Building Code).

## 8. Applicant's declaration

I have read and understood the privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

Signature of applicant

Date



1. Property details

1a. Site address  
(Specify unit/level number,  
location of building within  
site/block number, building  
name and street name)

1b. Current lawfully  
established use

1c. Legal description

1d. Rapid number

2. Property owner details

2a. Owner name

First name(s)

Surname

2b. Name of additional  
owner(s)/company/trust

2c. Contact person  
(if different from above)

2d. Postal address  
(include postcode)

2e. Contact details

Phone

Mobile

Fax

2f. Email

3. Payer details

3a. Required for invoice

Applicant  
- proceed to 4

Owner  
- proceed to 4

Other  
- provide details below

3b. Name in full

3c. Postal address

4. Description of project

4a. Detailed description  
of the development/  
project

4b. Will business activities take place when building is completed?

















Yes

No

Please turn over

5. NPDC applications for this project

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	Application attached	Have applied already (write the application number if known)	Information provided
<b>5a. Common applications</b>			
 Project information memorandum .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Building consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Vehicle crossing .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Encroachment licence .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Land use resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Deemed permitted boundary activity notice.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Subdivision resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Sewer connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Stormwater connection/disconnection.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Water connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<b>5b. Non-residential applications</b>			
 Discharge of trade waste consent .....			<input type="checkbox"/>
 Alcohol licensing .....			<input type="checkbox"/>
 Food premises registration .....			<input type="checkbox"/>
 Health Act registration .....			<input type="checkbox"/>
(Hairdressing, camping ground, funeral parlour, offensive trade)			
 Beauty registration .....			<input type="checkbox"/>
<b>5c. Other project authorisations</b>			
 Swimming pool registration .....			<input type="checkbox"/>
 Temporary obstruction on road reserve .....			<input type="checkbox"/>
 Temporary road closure .....			<input type="checkbox"/>
 Easements through NPDC-owned reserve land .....			<input type="checkbox"/>
<b>5d. Other project requirements</b>			
 Rapid number request .....			<input type="checkbox"/>
 Contractors parking space reservation .....			<input type="checkbox"/>
 Existing street damage declaration .....			<input type="checkbox"/>



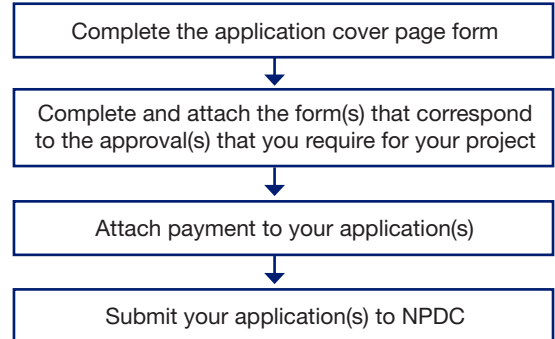
Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

### How to use the application cover page form

New Plymouth District Council (NPDC) administers a number of Acts on behalf of central government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or NPDC services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.



### Notes to assist completion of your application cover page form

#### 1. Property details

##### 1a. Site address

- Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
- PO Box 456, New Plymouth.
- 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

#### DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by NPDC that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

##### 1b. Current, lawfully established use

- Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling, shop, takeaway bar, warehouse.

##### 1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or record of title.

- Write the legal description of the property.

Example:

- Lot 1 DP 2345
- S PT SEC 678 DP 901

##### 1d. Rapid Number

- If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

#### 2. Property owner details

- Write the name and contact details for all owners. Include any company or trust name.
- If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

#### WATER BILLING

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

### 3. Payer details

- Indicate who will receive the invoice.

### 4. Description of project

#### 4a. Detailed description of the development/project

- Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

- New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

#### 4b. Will business activities take place when building is completed?

- Tick yes if the building is to be used for business activities after it is completed, e.g. operating a business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- Tick no if the building is to be used purely for residential purposes.

### 5. NPDC applications for this project

- Tick to indicate all applications that the application cover page form relates to.

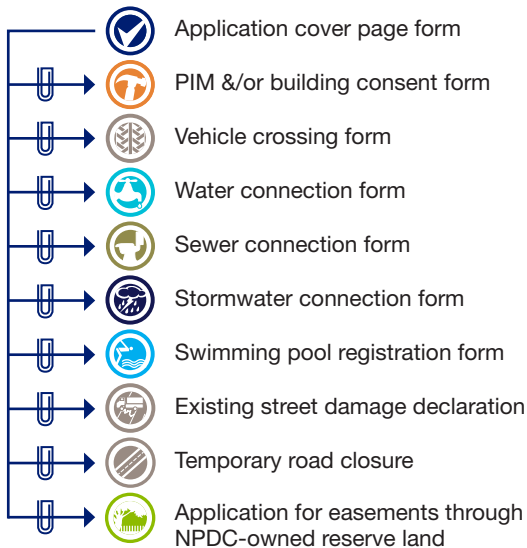
Using this form for multiple applications saves you writing the same information more than once.

- Where an application has already been lodged for this project, write the application, licence or consent number.

This will help NPDC to assist you in managing your whole project.

#### Examples of projects requiring multiple NPDC applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over NPDC pipes, you may need to complete all of the following applications:



If you are building a garage on the boundary and installing a vehicle crossing, complete:



If you are operating a restaurant/café/bar, with tables on the footpath, complete:



If you are converting your residential garage into a hairdressing salon, complete:



#### Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with an NPDC officer, or phone NPDC on 06-759 6060.